



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES INFORMATION SYSTEMS TECHNICIAN

Region VI

DEPARTMENT OF INDUSTRIAL RELATIONS

Position: Information Systems Technician

Monthly Salary Rate \$2,398 - \$3,442

Location: Santa ANA, Orange County

Duties: Under the supervision of the Regional Manager, the Information System Technician in the Integrated Management Information System (IMIS) performs the following duties: Conducts on-the-job training for system users, facilities system utilization, communicates on a regular basis with system users. As training progresses, under general supervision, incumbent assists with the conduct of classroom instruction for system users, prepares lesson guides and evaluates users' progress. Sets up job streams, and utility programs; prepares and coordinates processing software and software upgrades on stand alone microcomputers such as PC's and laptops; acts as a technical consultant and troubleshooter on stand alone information systems; and performs other related duties supporting information systems. Assists in the operation of the DOSH Digital Developmental Laboratory (DDL) with its associated equipment; using knowledge of computer operations and digital equipment functions in the equipment usage and maintenance; writing procedures and job set-up instructions. Operates computers, digital cameras, scanners, and other equipment used as part of Region. Coordinates and oversees procurement and repair of the region to assure timely and appropriate repair of equipment and supplies; works with vendors, departmental purchasing and General Services to assure a smooth and efficient repair process for Regional needs; keeps accounts and efficient reports of these activities so that the Regional Manager and other responsible parties are aware of possible delays or problems occurring with specific procurements. Assists the Senior Safety Engineer in the preparation of presentations, using computer programs such as Access, Excel, Power Point, and Word. Uses appropriate graphics programs to enhance such programs. Assists in the set up and operation of the Digital Image Library for DOSH, maintained by the Digital Imaging Unit (DIU). Other duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply. Anyone eligible for transfer or reinstatement to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Occupational Safety and Health
Personnel-Certification Unit
P.O. Box 420603
San Francisco, CA 94142
Attention: Helen Ku
Telephone: 800-564-0771

Applications accepted until positions are filled (Positions contingent on Governor's Budget).

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

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